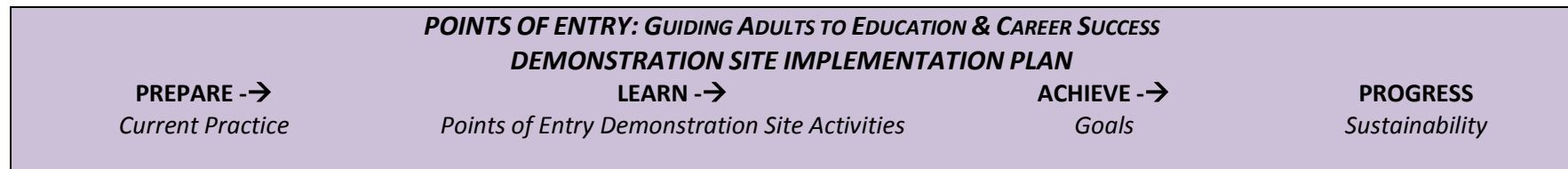
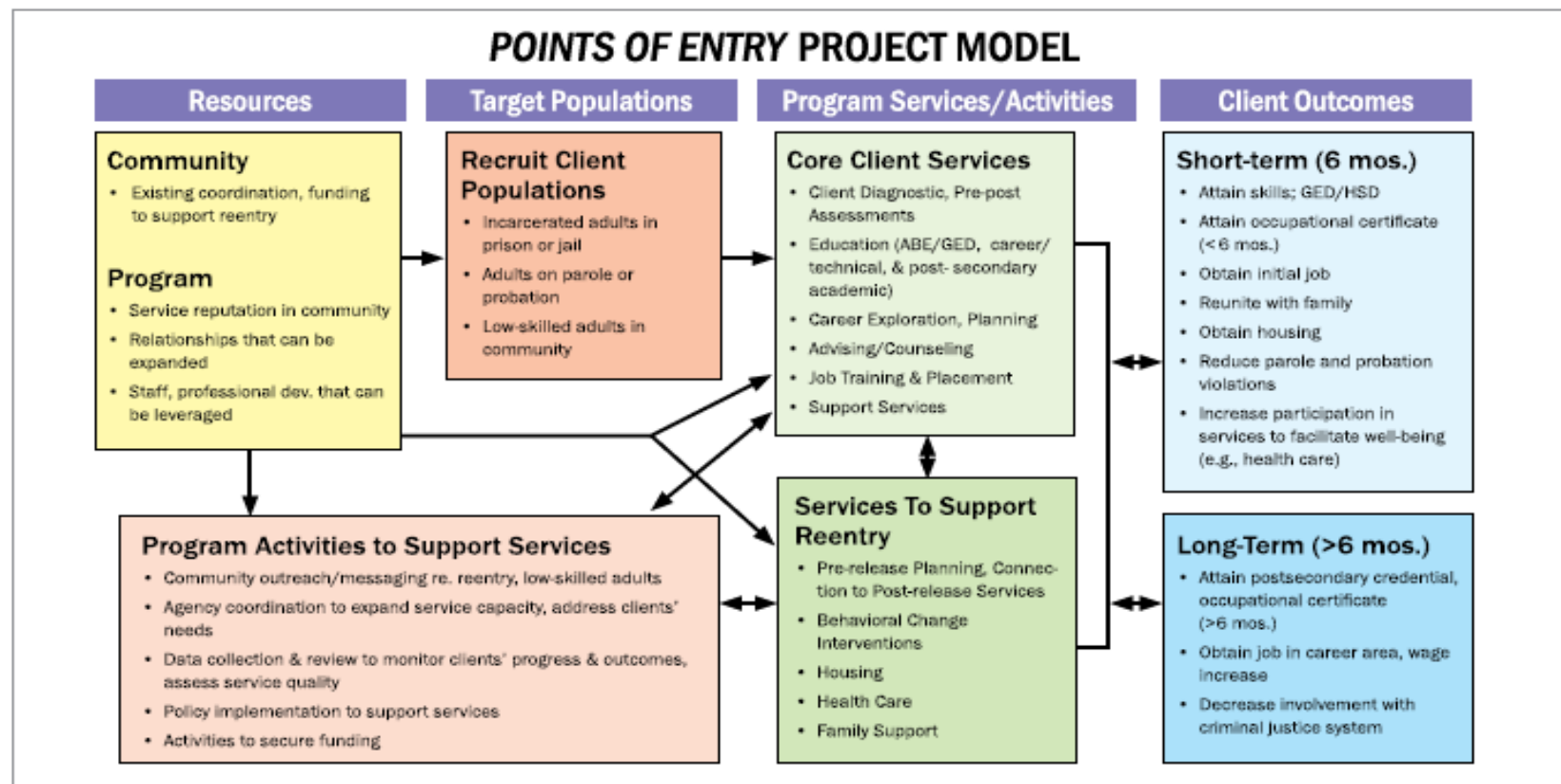


Demonstration Site Implementation Plan



NAME OF SITE: Massena- Gateway to College and Careers Program

DATE COMPLETED: 10/1/11



Directions for completing the Implementation Plan: For each component of the *Points of Entry* project model, describe:

- (1) the existing resources that your site has available or can access in the community to support your project activities. Indicate what type of relationship (formal/informal) currently exists with that organization that will provide the community support;
- (2) the activities that will be undertaken for each project component. Indicate whether the activity is new or existing;
- (3) the key staff or partners who will conduct the activities. Indicate whether these staff/partners are existing staff/partners or new staff/partners, and
- (4) the anticipated timeline (e.g., From: Dec. 2011 To: June 2012) for conducting the activities.

Check Site's Target Population: Key things to consider when identifying your Points of Entry target population: (1) the period of performance for this project (January 2012 –June 2012); (2) that your project activities support the attainment of knowledge, skills and supports that your target population will require to successfully attain your project's goals.

- ☐ Adults in jail
☐ Adults in prison
☒ Adults on probation or parole
☒ Low-skilled adults (6th-8th GLE) not in pre- or post-release
☐ Other – Describe: _____

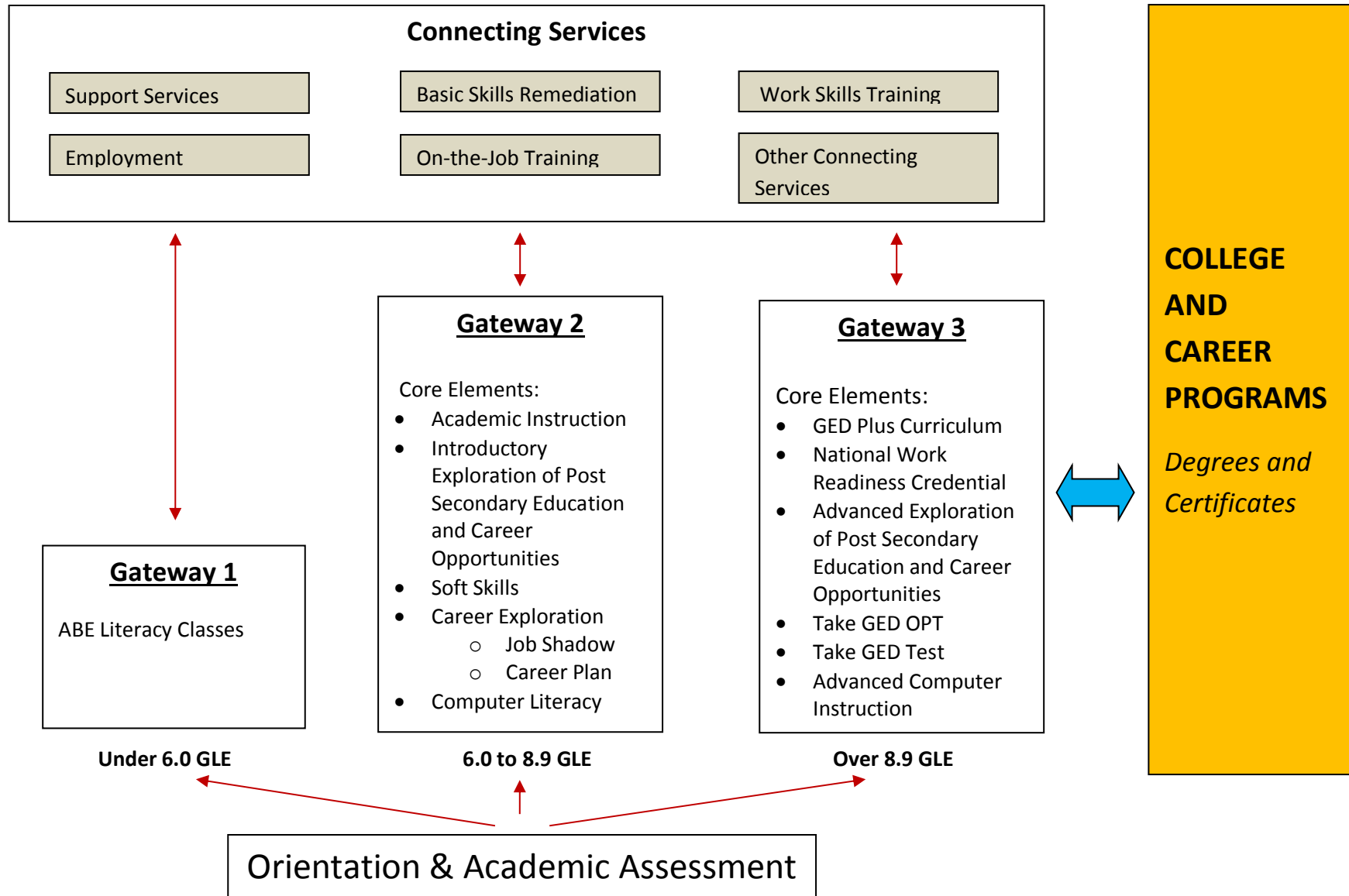
Points of Entry Demonstration Site Goal(s):

- To develop partnerships and integrate resources to meet Career Pathway needs of students enabling them to achieve employment and/or post secondary goals.
- To develop comprehensive programming and services to support student's transitions.

It is assumed that each project site will bring existing **Resources** to the project, such as its communities' current coordinated activities in delivering services to support prisoners in reentry or low-skilled adults' movement to employment. Community agencies also may be a funding source for these types of activities. Each site will bring its own resources to the project, such as: its reputation in the community as an adult education service provider, its existing relationship with community agencies and organizations that could be expanded or enhanced to support prisoners in reentry or low-skilled adults' preparation for and placement in employment, and its staff and professional development services that could be expanded to prepare staff to deliver services to learners in reentry and low-skilled adults.

Massena Gateway to College and Careers Program

A supported Career and Academic Pathway for Adults



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POINTS OF ENTRY: Guiding Adults to Education & Career Success

RECRUIT CLIENT POPULATION <i>Each project site must serve one of the project's target populations. It is assumed that the sites will recruit their target population for the project from the community and/or through their existing relationships with agencies or organizations in the community.</i>					
MODEL COMPONENTS	RESOURCES	PROGRAM SERVICES/ACTIVITIES			
	<i>Existing Resources in Community/at Site to Support Client Recruitment</i>	<i>Description of Program Services/Activities to Address Client Recruitment: Specify whether this is a new or existing activity</i>	<i>Key Staff, Partners To Implement Activities Specify whether the partners or staff are existing or new</i>	<i>Timeline for Activities To: From:</i>	<i>Outcomes</i>
Describe processes to recruit or identify site's targeted clients. Targeting adults aged 18 and older with 6th grade or above GLE	On-line enrollment	Existing but will need expansion to include POE programming – potential students can access information, faq's, online enrollment.	BOCES Staff – Webmaster & Clerical Support.	December 1, 2011 to June 30, 2012.	Participation at POE Orientations, track program inquiries, and track POE partner agency referral forms.
	1-888 toll free literacy hotline	Existing – Literacy Hotline to screen participants, answer questions, make referrals, etc. Again will be expanded to include POE programming.	BOCES Staff – Support Staff	December 1, 2011 to June 30, 2012.	
	Co-location with One Stop partners	Existing – but will need cross training to ensure understanding of new programming.	One Stop Partners: ACCESS VR BOCES WIA Counselors DSS Veterans Office DOL SUNY Canton	October 2011 to June 30, 2012.	Staff are informed and are able to articulate program to prospective referrals.

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	Cross training in SUNY Canton Admissions Department	New – Train Admissions staff on POE model, services and referral process.	SUNY Canton Admissions staff (Nicole Campbell – Director of Admissions, and assigned staff)	November 2011	As above.
	Recruiter Aide tied to project	New – recruiter aide will be brought on board to assist with recruitment and marketing, aide with enrollment, etc.	One Stop Partners & Massena Central School District Business and Industry Partners Economic Development MLZ Partners Library Networks Community Service Groups Civic Organizations	November 2011 to June 30, 2012.	Recruiter Aide assigned to POE and will track outcomes detailed above.
	BOCES Literacy Staff	New – Teacher/Case Managers would encourage enrollment via intake/orientation/assessment process.	BOCES Staff and partner agencies as appropriate via support services.	November 2011 to June 30, 2012.	Tracking of enrollment into POE programming.
	Program Roll Out/Open House	New – Program Staff would engage general public, press, partners, and potential students.	BOCES & One Stop Partners.	December 2011	Tracking Open House attendees, document p.r.

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CORE CLIENT SERVICES & PROGRAM ACTIVITIES FOR CORE SERVICES

*It is assumed that the target population for the sites will participate in **Core Client Services** that the site provides as part of the project either directly or through coordination with other agencies. It is also assumed that the **Resources** in the community or at the site will affect the site's provision of **Core Client Services**.*

MODEL COMPONENTS	RESOURCES	PROGRAM SERVICES/ACTIVITIES			
	<i>Existing Resources in Community/at Site</i>	<i>Description of Program Services/Activities to Address Project Component</i> Specify whether this is a new or existing activity	<i>Key Staff, Partners To Implement Activities</i> Specify whether the partners or staff are existing or new	<i>Timeline for Activities</i> From: To:	<i>Outcomes</i>
Assessment(s): To place clients into education and training services	Current Assessments utilized at Massena Site include: *TABE Locator *TABE Full Battery *GED OPT *Case Management Interview *Learning Disabilities Screening *Writing Sample *Career Zone *Computer Skills Self Inventory	New Assessments to be implemented at the Massena POE: *BEST Plus/BEST Literacy *SUNY – Computer Competency *Accuplacer *Learning Style Inventory *Health and wellness *Career Interest Inventory *Individual Computer Assessment *Attitude Assessment *Values Assessment *O'Net Interest Profiler *COPS *Choices *National Work Readiness Credential	Existing: Teacher/Case Manager would be responsible for orientation, assessment & intake including current assessments. New: Adult Education Instructors would be responsible for the new assessments such as individual computer assessment, O'Net Interest Profiler, National Work Readiness Credential. New: SUNY Canton staff would be responsible for the Accuplacer, and the SUNY Computer Competency.	December 2011 to June 30, 2012	Tracking scores on academic assessments, results of screenings, documenting interests all to be documented on participant's career plan leading to career goal development.

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Education: ABE or GED instruction, career/technical training, postsecondary academic courses. Specify, where possible, skill level required for entry into program and, if any, the type of degree, credential, certification that will be attained.	ABE Literacy (2.0 – 6.0 GLE)	<6.0 GLE - Existing Programming Basic Literacy Instruction to move students to ABE/Pre-GED instruction.	Existing : BOCES Adult Literacy Instructor Literacy of Northern NY	January 1, 2012 to June 30, 2012.	Move to next educational level, Obtain GED or HSE Diploma Milestone certificates.
	ABE/Pre-GED (6.0 to 8.9 GLE)	>6.0 to <8.9 – New Programming ABE/Pre-GED Instruction to incorporate contextualized literacy instruction. Cohort Group focusing intentional instruction on SUNY Canton Remedial Instruction Curriculum. Students need to complete Gateway 2 elements to advance to next level.	New: BOCES Adult Literacy Instructor BOCES Career Counselor SUNY Canton Remedial Course Instructors		
	GED/EDP (>8.9 GLE)	>8.9 – New Programming GED Instruction to incorporate contextualized literacy instruction. Cohort Group focusing on intentional instruction based on SUNY Canton and GED/EDP coursework.	New: BOCES Adult Literacy Instructor BOCES Career Counselor SUNY Canton Remedial Course Instructors		
	Work Skills Training	Soft Skills Workshops Job Readiness Training Career Exposure Computer Literacy Computer Training On Job Training	Existing: BOCES Certificate Programs SUNY Canton Programs New: BOCES Work Skills Trainings to be offered at POE. BOCES Career Counselor, Work Skills & Trainings Instructors. NWRC also new programming.	January 1, 2012 to June 30, 2012.	Completion of coursework, certificates of completion or participation, placement in OJT, obtainment of licensure i.e. C.N.A.,
	Certificate Programs	National Work Readiness Credential Nursing Assistant Home Health Aide Trade and Industry Coursework			

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	Post-secondary	<p>Health Care Clerical Support Financial Clerical Support Professional Office Skills Customer Service Representative Computer Skills for Office Careers Online Certificate Opportunities</p> <p>Certificate Programs can be found at www.canton.edu/catalog Associate Degree Programs Bachelor Degree Programs</p>	New: SUNY Canton Establishment of criteria for Dual Enrollment.		enrollment in post-secondary programs (due to length of project they would not be able to complete).
Career Exploration & Planning	<p>Career Plans</p> <p>One Stop Partners</p> <p>Local Business Networks</p> <p>Career Zone</p> <p>Job Readiness Training for DSS Applicants</p>	<p>Field Trip/Open Houses to visit local college Campuses – SUNY Canton, SUNY Potsdam, Clarkson, & St. Lawrence University.</p> <p>Career Exposure trips to local industries such as Corning, ALCOA, & NYS Power Authority. Tours at local businesses based on students interests such as funeral home – mortuary science, hospital – healthcare, etc.</p> <p>Career Expos – participation in Job & Career Fairs in the community.</p> <p>On Campus Panel Discussion with non-traditional students</p>	<p>Existing – One Stop Partners, Community Members, BOCES, SUNY Canton, etc.</p> <p>New: BOCES Coordinator and Career Counselor Existing: One Stop Partners, Local Business/Industry.</p> <p>New: BOCES Coordinator and Career Counselor Existing: Community Based Job Fairs, Gateways to Career Fair.</p> <p>New: SUNY Canton Staff and Students. BOCES Coordinator and Career Counselor.</p>	January 1, 2012 to June 30, 2012.	<p>Attendance and participation at various activities and events detailed in program services section.</p> <p>Attainment of Career goal, and action steps to achieve this as documented on career plan.</p>

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		<p>Career Academies - week long intensive career exposure to six cluster areas as follows: Career Zone. Classroom and business/industry based exposure. Guest speakers, group activities, career focused academics i.e. healthcare: Medical terminology and anatomy and physiology exposure.</p> <p>Career Exploration – Career Plan will be developed to drive the exploration activities. Students will participate in a variety of activities including career assessment; skill identification, O’Net, Career Zone, job values, etc. to develop their career plan leading to training, post secondary education and careers.</p>	<p>New: SUNY Canton Staff and Students. BOCES Coordinator, Career Counselor, Career Exploration Instructor, Hourly Instructors such as healthcare instructor, welding, etc. dependent on the academy.</p> <p>New: SUNY Canton, BOCES Career Exploration Instructor, and Career Counselor. Existing: Employers and Community Leaders.</p>		
Advising/Counseling for further education, training, or employment	One Stop Partners – WIA Title I, ACCES-VR, Department of Labor, Department of Social Services, & Veteran’s Affairs.	<p>New – Key Professional who provides access to and comprehensive overview of student’s career plan and pathways – helps in identifying resources that overcome barriers and moves the student forward in their goals and outcomes.</p> <p>New – Admissions Counseling to provide support for admissions process. Presentations, workshops, and individual appointments.</p> <p>New – Financial Aid Counseling to</p>	<p>New- Career Counseling</p> <p>New- SUNY Canton Admissions Counselor</p> <p>New – SUNY Canton Student</p>	November 2011 to June 30, 2012	<p>Navigation of action steps for career goal as detailed in participant’s career plan.</p> <p>Tracking of participant’s attendance.</p> <p>Tracking of</p>

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		provide assistance with FASFA and local funding opportunities. How to afford college, budgeting, managing expenses, etc. Presentations, workshops and individual appointments.	Services		participant's attendance.
Job Training Specify if certifications are associated with the training and whether it is industry or employer recognized	<p>*Nursing Assistant *Home Health Aide Trade and Industry Careers: *Health Care Clerical Support *Financial Clerical Support *Professional Office skills *Customer Service Skills *Computer Skills for Office Careers</p> <p>Online Certificate Opportunities</p> <p>Post Secondary Certificate Programs</p> <p>Associate Degree Programs</p> <p>Bachelor Degree Programs</p>	<p>Existing: but can only be accessed through the payment of tuition. The cost associated with these programs can be prohibitive for enrollment.</p> <p>These are all certificate bearing and are recognized by local WIB, and industries/businesses. Nursing Assistant Class has state license. All curriculums are certified by New York State Education Department.</p> <p>Existing and offered on a continual basis. Programs are certificate bearing and offered through Gaitlin Educational Services.</p> <p>Existing and certificate/degree bearing. All coursework is certified by New York State Department of Education. A complete listing can be found at www.canton.edu. These credentials are recognized by Local WIB and business/industries.</p>	<p>BOCES Adult Education Hourly Instructors.</p> <p>Gaitlin Educational Services contracted through BOCES.</p> <p>SUNY Canton Faculty</p>	January 1, 2012 to June 30, 2012.	Tracking of enrollment, participation, completion resulting in employment and retention.

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	National Work Readiness Credential	New: An 8 week course covering math, reading, situational judgment, and active listening. Successful completion of the NWRC exam results in credential obtainment. This credential is recognized by the SLC WIB.	BOCES		
Placement into Jobs	One Stop Partners	Existing - One Stop Partners provide an array of job placement services such as On the Job Training, Subsidized Employment, etc. (Please see Attachment A - One Stop Partners Collaboration Matrix for Additional Information.)	Existing: One Stop Partners, New: BOCES Career Counselor, Program Coordinator.	January 1, 2012 to June 30, 2012	Tracking of referrals, placement, employment and retention.
	Customized Training Contacts and Networks	Existing – Through curriculum development, advisory committees, customized training classes, and apprenticeship program a close collaboration exists between employers and BOCES. Through job shadowing and clinical experiences students are exposed to businesses/industries and often offered permanent employment opportunities. Employers call looking for graduates of specific programs for employment. New- We will be strengthen and expanding connections in the Massena community specifically for this project.	Existing/New: Business/Industry Contacts, BOCES: Adult Education Instructors, Apprentice Coordinator, and Advisory Committees.		Tracking Business & Industry contacts, job shadow and clinical placements, referrals, placements, employments and retentions.

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	<p>Career Services –SUNY Canton (present on campus, new to this initiative on site assistance)</p> <p>Department of Labor</p> <p>WIA</p>	<p>New – For this initiative, the participants will be working with the Director of Career Services. He will be providing on site workshops such as Interest Inventories, Dressing for Success, Mock Interviews, Dining Etiquette for Employment, Resume Preparation, etc.</p> <p>New- SUNY College Faculty and Resources – Overview of jobs in specific fields, and the education available in the field.</p> <p>Existing – Co-location at the P.O.E. program site. Students will receive DOL services and be registered for One Stop Operating System.</p> <p>New – WIA Employment Counselor on site at P.O.E. program dedicated to providing service to the clients one day per week.</p>	<p>New: SUNY Canton Director of Career Services.</p> <p>New: SUNY Canton Faculty</p> <p>Existing: Department of Labor Staff</p> <p>New: SLC WIA Employment Counselor</p>		<p>Tracking attendance and participation.</p> <p>Tracking referrals, and registrations with DOL/OSOS.</p> <p>Tracking referrals, contacts, and services provided to POE participants.</p>
<p>Support Services/Case Management, such as transportation, child care, referral to social service, other agencies</p>	<p>SLC Department of Social Services</p> <p>WIA Counselors</p>	<p>Existing: DSS Employment Counselors located at POE program site provide eligible candidates transportation allowance, child care, tuition assistance, textbook allowance for specific programs, state testing fees, student supply fees for specific programs.</p> <p>Existing: WIA will provide up to \$1,000 voucher for skills trainings as well as student supplies, testing</p>	<p>Existing: DSS Employment Counselors</p> <p>Existing: WIA Counselors New: WIA Counselor on Site at POE.</p>	<p>November 1, 2011 to June 30, 2012</p>	<p>Tracking referrals to support services, eligibility, and services obtained.</p>

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	ACCES VR	fees, etc. Existing: will provide tuition assistance, textbooks, testing fees, referrals for psychological evaluation, subsidized employment, and medical screening.	Existing: ACCESS VR Counselor		
	Child Care Council	Existing: Referrals to licensed daycare providers as well as a variety of trainings with child care.	Existing: Child Care Council New: Direct collaboration for POE participants		
	CTC Coalition	Existing: A coalition of human service network providers that students can be referred to for a variety of programs.	Existing: CTC Coalition New: Collaboration for POE Programs and participants		
	Public Transportation	Existing: Bus transporting through St. Lawrence County. New: P.O.E. program site will be drop off/pick up point.	Existing: SLC Department of Transportation New: Making POE Drop/Off – Pick/Up Site		
	SUNY Canton Student Support Services	New: Accommodative Services, Educational Opportunities Program, Tutoring, Accuplacer Testing, Financial Aid Services, Counseling Center.	New: SUNY Canton – Directors of various Departments.		
Professional Development for staff to deliver Core Services	New York Regional Adult Education Network	New: Literacy Zone Training GED Plus Models a variety of other trainings that can be found at www.nyraen.org	New: NYSED RAEN trainings for POE.	October 2011 to June 30, 2012	Tracked through number of opportunities offered, participation, and program evaluations.
	Professional Associations - NYACCE, NYSAIEP, NYATEP	Existing: Annual Conferences with a variety of workshops. Webinars, Regional Meetings, etc. to support	Existing: Professional Organizations	October 2011 – NYATEP, April 2012 –	

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	<p>SUNY Canton</p> <p>BOCES Staff</p> <p>Literacy New York</p> <p>Subject Matter Experts Online professional development</p>	<p>field.</p> <p>New: First Year Experience Training for BOCES POE Staff</p> <p>New: Curriculum Development contextualizing remedial coursework into core literacy coursework.</p> <p>New: Career Counseling/Career Coaching</p> <p>New: POE Concept, Literacy Zone</p> <p>New: Integrating Literacy Tutors in the Classroom, POE Programming.</p> <p>Post Secondary Transitions, & Career Pathways.</p>	<p>New: SUNY Canton FYE Faculty, and Provost</p> <p>New: SUNY Canton Remedial Faculty, BOCES Program Staff.</p> <p>New: Dr. Kate Brooks – University of Texas @ Austin.</p> <p>New: BOCES Staff</p> <p>New: Literacy New York Staff</p> <p>New: SME's</p>	<p>NYACCE, May 2012 - NYSAIEP</p>	<p>Training qualified staff to deliver training and curriculums to participants. Tracking completion of in-service and curriculum development.</p> <p>Tracking of Literacy NY's participation.</p>
Site Policies or Guidance to be developed to support Core Services		<p>New: Gateways to College and Career Policies: Referral Form: All referrals to/from partner agencies will be tracked via this form.</p> <p>Attendance: Each programming component will have a specific attendance policy.</p> <p>Gateway Syllabus/Student Agreement: Students will be required to review Gateway</p>	<p>New: BOCES and Collaborators</p> <p>BOCES & SUNY Canton.</p> <p>BOCES & SUNY Canton</p>	<p>October 2011</p> <p>October 2011</p> <p>October and November 2011</p>	<p>Referral Form is created with POE collaborators.</p> <p>Attendance policies are created for core service components. Syllabi and student agreement</p>

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		components and have understanding of responsibilities for participation.			are created.
	BOCES Computer Use Policy	Career Plan: All students must develop an individual career plan and participate in assessments enabling them to identify career goals. Existing: All students must sign off on user agreements prior to utilizing computers.	BOCES Career Counselor BOCES Staff	October to December 2011 January 2012 to June 2012	Plan will be created and steps will be identified in process. All participants will have signed form on file.
	DSS Timesheets	Existing: Students receiving DSS support services will be required to keep weekly timesheet. Timesheets will need to be verified by individual instructors, and career counselor.	DSS Employment Counselor, BOCES Staff	January 2012 to June 2012	All DSS clients will have weekly timesheets completed.
	One Stop Operator MOU's	Existing: BOCES and One Stop Partners agree to provide detailed program services.	BOCES and One Stop Partners	July 1, 2011	Signed and on-file.
	Phillip Schwartz	New: Annual Lease Agreement for Space to support POE activities.	BOCES and Phil Schwartz	October 1, 2011 to June 30, 2012	Signed and on file. Space is secured.
	Massena Public Library	New: Currently working to negotiate an agreement for fee for space to house POE activities.	BOCES and MPL Director and Board of Directors.	November 2011 to June 30, 2012.	Secure space agreement.
	Massena Central School District	Existing: Agreement to utilize MCSD space for POE activities.	BOCES and MCS Superintendent and School Board.	July 1, 2011 to June 30,	Signed and on file. Space is

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				2013.	secured.
Interagency Partnerships to be developed to implement core services	One Stop Partners ACCESS VR, BOCES WIA Counselors, DSS, Veterans Office, & DOL	Existing: One Stop Partners New: Massena Literacy Zone Partners Matrix – See Attachment B New: Business/Industry Contacts New: SUNY Canton	One Stop Partners MLZ Partners BOCES & Business/Industry Contacts BOCES & SUNY Canton	October 2011 to June 30, 2012	Participation in Advisory Meetings, increased collaborations resulting in enhanced programming opportunities.
Data that will be collected to monitor quality of Core Services		New: *Grade level gains/NRS Level gains *BEST Plus/Best Literacy *GED OPT *GED Exam Scores *Accuplacer *Pre and Post Assessments *Certificates of Completion *Certificates of Participation *Attendance & Participation *Transitions to Post Secondary *Employment Referrals *Entered Employment *Retained Employment *Completed Career Plan *Job Shadowing Placements *Customer Satisfaction Survey *Career Certificates *High School Diploma *Equivalency Diploma *Referrals to Partner Agencies *Pre and Post Interviews	BOCES Data Collector, Career Counselor, Instructional Staff, Program Coordinator.	December 2011 to December 31, 2012	Data will be collected and reviewed.

It is assumed that each project site will bring existing **Resources** to the project, such as its communities' current coordinated activities in delivering services to support prisoners in reentry or low-skilled adults' movement to employment. Community agencies also may be a funding source for these types of activities. Each site will bring its own resources to the project, such as: its reputation in the community as an adult education service provider, its existing relationship with community agencies and organizations that could be expanded or enhanced to support prisoners in reentry or low-skilled adults' preparation for and placement in employment, and its staff and professional development services that could be expanded to prepare staff to deliver services to learners in reentry and low-skilled adults.

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POINTS OF ENTRY: Guiding Adults to Education & Career Success

SERVICES TO SUPPORT CLIENTS REENTRY:

*For sites that serve clients preparing for reentry, it is assumed that these sites also will provide or refer these clients to **Services to Support Clients' Reentry**. As with the Core Client Services, the **Resources** in the community or at the site may affect the types of **Services to Support Clients' Reentry** that are available to clients. It is assumed that the Core Client Services described above may interact with the Services to Support Clients' Reentry*

MODEL COMPONENTS	RESOURCES	PROGRAMS SERVICES/ACTIVITIES			
	Existing Resources in Community/at Site	Description of Program Services/Activities to Address Project Component Specify whether this is a new or existing activity	Key Staff, Partners To Implement Activities Specify whether the partners or staff are existing or new	Timeline for Activities From: To:	Outcomes
Pre-release Planning <i>Please note Adults in prison or jail are not a focus for the program. Post-release ex-offenders would be transitioned into programming.</i>	St. Lawrence County Correctional Facility Incarcerated Education Program	Existing: Currently providing all programming for SLCCF education program. All offenders receive transition counseling pre-release to connect to services upon release. Appointments with educational programs are made in advance of release, support services are secured, educational records are shared. Transition counselor will meet with student post-release if necessary to facilitate transition.	Existing: BOCES Incarcerated Education Program Staff including transition counselor, SLCCF educational liaison, SLCCF education programs coordinator, and One Stop Partners. New: BOCES Transition Counselor would facilitate transition to POE program and work with intake staff for enrollment in Gateway to College and Career Pathways Program.	October 1, 2011 to June 30, 2012. November 1, 2011 to June 30, 20	Tracking numbers of ex-offenders transition from SLCCF to POE Program.
Behavioral Change	St. Lawrence County	Existing: Anger Management	Existing: BOCES Incarcerated	October 1,	Not a focus

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Interventions	Correctional Facility Incarcerated Education Program	<p>Classes offered for a total of 6 hours per week. Participants are self referrals or court mandated.</p> <p>Existing: Action for Personal Choice Life Skills Classes. Offered for a total of 4 hours per week. A variety of topics are addressed encouraging positive behaviors; choices versus consequences, critical thinking, problem solving, etc.</p> <p>Existing: Non-Violent Communication Program. Weekly classes and group therapy sessions to encourage non-violent communication.</p>	<p>Education Program Staff</p> <p>Existing: BOCES Incarcerated Education Program Staff</p> <p>Existing: SLCCF Dr. Edward Goldstein</p>	2011 to June 30, 2012.	of this proposal.
Other Supports—e.g., housing, health care, family support	St. Lawrence County Correctional Facility Incarcerated Education Program	Existing: A variety of collaborations to support transition and services necessary for ex-offenders upon release. Please see Incarcerated Education Collaborations – Attachment C.	Existing: BOCES Incarcerated Education Program and Community Collaborators	October 1, 2011 to June 30, 2012.	Not a focus of this proposal
Site Policies or Guidance to be developed to support Reentry Services	St. Lawrence County Correctional Facility Educational Program Staff	Existing: The transition counselor works closely with the education program and corrections staff. Corrections staff will inform education program of release dates of offenders. There are weekly reports that are generated to ensure the transition counselor	<p>Existing: BOCES Incarcerated Education Program Staff including transition counselor, SLCCF educational liaison, and SLCCF education programs coordinator.</p> <p>New: POE staff will meet with prospective offenders</p>	October 1, 2011 to June 30, 2012.	Not a focus of this proposal

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		has as much notice as possible. All participants have a transition plan and coordination of services upon release. Post-release students are followed and contacted regularly up to 90 days post release. Transition counselor works closely with probation to support required activities. Probation will mandate participation in programs i.e. GED preparation classes. All education records are transferred to post-release programming with-in ten days of release.	who are interested in the program as a pre-release orientation to services available.		
Interagency Partnerships to be developed to implement services to support Reentry Services	BOCES Incarcerated Education Program Staff SLCCF Corrections Staff including Educational Liaison and Program Officers	Existing: A variety of collaborations to support reentry already exist. Please see Incarcerated Education Collaborations – Attachment C.	Existing: SLCCF Incarcerated Education Program has a multitude of partnerships to support reentry.	October 1, 2011 to June 30, 2012.	Not a focus of this proposal

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POINTS OF ENTRY: Guiding Adults to Education & Career Success

PROGRAM ACTIVITIES TO SUPPORT CORE & REENTRY SERVICES

It is assumed that the project sites will provide **Program Activities to Support Services**. These services are general program or site activities that provide an infrastructure that supports services to clients (as shown by the arrows that link Program Services to Core services and Services to Support Reentry). The **Resources** in the community or at the site also may influence the types of **Program Activities** that are undertaken.

	RESOURCES	PROGRAM SERVICES/ACTIVITIES			
	<i>Existing Resources in Community/at Site</i>	<i>Description of Program Services/Activities to Address Project Component:</i>	<i>Key Staff, Partners To Implement Activities</i>	<i>Timeline for Activities From: To:</i>	<i>Outcomes</i>
Community outreach and messaging re. services for reentry, low-skilled adults	One Stop Partners SLC Probation Department SLCCF SLC Workforce Investment Board BOCES Faculty and Staff	Existing: As identified in recruitment section.	New: SUNY Canton	October 1, 2011 to June 30, 2012	Awareness of College and Career Program.
		New: Involvement of SUNY Canton in program activities.	New: SUNY Canton Faculty and Staff		
		New: Creation of Massena Literacy Zone – Please See Attachment B.	New: BOCES and MLZ Collaborators	July 1, 2011 to June 30, 2012.	Enrollment of participants for POE cohort 1.
		New: Focused Internal and External communication that leads to support of project and students. Face to face meetings, professional development, advisory meetings, staff meetings, newsletters, brochures, radio spots, job fairs,	New: BOCES, SUNY Canton and POE /MLZ Collaborators	October 1, 2011 to June 30, 2012	Increased collaborations with business and industry.

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		<p>etc.</p> <p>Job shadowing – Students will be in the business/industries gaining career exposure. They will increase awareness of POE programming. This helps to develop relationships with business/industries.</p> <p>Career shadowing and exploration – Business/Industry representatives will be presenting in the program. Guest speakers, workshops, presentations, will provide contact with POE participants, staff and business/industry partners.</p>	<p>New: BOCES Career Counselor & Business/Industry Collaborators</p> <p>New: BOCES Career Counselor & Business/Industry Collaborators</p>	<p>January 1, 2012 to June 30, 2012</p> <p>January 1, 2012 to June 30, 2012</p>	<p>Students will have job shadowing experience. Increased collaborations with business and industry.</p> <p>Students will have career shadowing and exploration experience. Increased collaborations with business and industry.</p>
Data Collection for Project Evaluation	<p>ASISTS Data Tracking System – NYSED Mandated tracking system</p> <p>Job placement TABE Path – Individual Retention # Support Service Referrals</p>	<p>Existing: Tracking system that tracks NRS outcomes but will not be sufficient for this project.</p> <p>New: TBA data tracking as per POE kick off institute to be coming December 2011.</p> <p>Note: We anticipate needing to track student demographics, Assessments to include Grade Level Equivalents, Course completion, Accuplacer Scoring, GED OPT, Best Plus/Best Literacy</p>	<p>New: BOCES Data Manager, Program Coordinator, POE Staff.</p> <p>New: BOCES Data Collector, Program Coordinator, POE Staff.</p>	<p>October 1, 2011 to June 30, 2012</p> <p>December 2011 to June 30, 2012.</p>	<p>Collection of Data for continuous program improvement and POE requirements.</p>

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		<p>Scoring, referrals, Job Shadowing placements, certificate attainments, job entries, job retention, college application, college enrollment, training application, training entry, training completion, career plan completion.</p> <p>Non-student data: numbers of business and industry contacts, recruitment activities, numbers of guest speakers, workshops, etc.</p>			
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